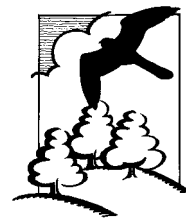


# HAWKHURST PARISH COUNCIL

## STRATEGY, ADMINISTRATION AND PROJECTS COMMITTEE MINUTES



**21<sup>st</sup> December 2020**

**Present:** Cllr Taylor-Smith, Cllr Pyne, Cllr Lusty, Cllr Green and Cllr Blake

Cllr Escombe – non voting

- 1. ADJOURNMENT FOR PUBLIC SPEAKING - NA**
- 2. APOLOGIES FOR ABSENCE –** Cllr Weeden
- 3. DECLARATION OF INTERESTS:** *To receive notice of personal interests, whether of a prejudicial nature or otherwise, in respect of items on this agenda, in accordance with the Council's Code of Conduct. NA*
- 4. MINUTES FROM LAST MEETING –** Cllr Taylor-Smith proposed and Cllr Lusty seconded to approve the minutes of the previous meeting – agreed unanimously
- 5. OUTSTANDING ITEMS FROM LAST MEETING - NA**
- 6. Finalise Allocation of Council Reserves-** The RFO led the discussion on the report, several points were made;

Item	Dec 2020	Adjustments by Mar 2021
Community and Sports Centre project	£83,071	£20,00 projected spend but £1,300 grant
War Memorial Fund	£3,282	Spent £100 on silent airman and 3150 on cleaning however donation £325 so extra £75
General Reserves	£65,971	£0
<b>Total Reserves</b>	<b>£152,324</b>	<b>£132,375</b>

- Must ensure we have enough General Reserves
- Good practice is to retain in General Reserves between 25% and 50% of budget / precept, must have enough for 3 month's salary plus on costs and contracts
- Focus on operational costs, so one off items could be removed from equation
- On track for a surplus of @ £8,000 by year end 2020/21 – surplus would then go into reserves
- Ring Fenced reserves must be retained for their specific purpose – War Memorial
- We are projected to spend £20,000 on the Community Centre between now and 31<sup>st</sup> March 2021.
- If we retained a high level of General reserves, but knew we had to use them on a project – is that the right thing to do?

Following a discussion two levels of general reserves were considered £60,000 or £45,000.

Cllr Green proposed and Cllr Taylor-Smith seconded that £45,000 should be the general reserve – subject to the RFO confirming that this would cover 3 months' salary costs and contract costs – agreed by majority – 4 - Cllr Green, Taylor-Smith, Cllr Pyne and Cllr Blake – Against 1 - Cllr Lusty

It was agreed to recommend to Council allocate the reserves as follows

Item	Dec 2020	Proposed Jan 2021
Community and Sports Centre project	£83,071	£84,000
War Memorial Fund	£3,282	£3,375
General Reserves	£65,971	£45,000
<b>Total Reserves</b>	<b>£152,324</b>	<b>£132,375</b>

Subject to RFO double checking that £45,000 was enough in General Reserves to cover salary and contract costs for the 11<sup>th</sup> January 2021 Council meeting.

Cllr Pyne raised the point that maybe we could ask HCT for a loan if the CCWG project ran into problems

- 7. Online banking procedure** – RFO introduced the report, the online banking procedures leaflet was circulated – see attached.  
Current Cllr Escombe, Green, Whittle and Pyne are registered for online payments.  
Agreed the RFO would recirculate to all Cllrs the link to register for online banking, to see if more Cllrs would register to increase the number of Cllrs  
A Cllr is needed to delegate Anita to set up, Cllr Escombe offered to do this and Anita would set up

**Cllr Green proposed and Cllr Taylor-Smith seconded the online banking procedure attached – agreed unanimously**

#### **8. UPDATED SAP ACTION PLAN**

Cllr Taylor-Smith led the discussion and the following was noted;  
Still chasing Cllr Blake's DPI on TWBC website (note Cllr Lusty's DPI also missing from TWBC website Clerk to chase as well)  
Clarified risk assessment – Corporate risk assessment to SAP  
Review of Financial regulations – Feb 2021  
Draft Asset Register for Feb 2021 – required for Audit in April 2021  
Next meeting is February 2021 not January 2021

#### **9. QUESTIONS AND COMMENTS FROM COUNCILLORS:**

Cllr Green asked about potential support to the hawkhurst gang for some New Year fireworks, it was agreed that FAS should consider but that SAP could allocate £400 towards the display.

Cllr Taylor-Smith was against support fireworks while Cllr Lusty felt it would send the wrong message to the public. Cllr Pyne felt that it would be a positive end to a terrible year

Cllr Pyne proposed and Cllr Green seconded that we support the Hawkhurst Gang request for funding from the S137 funds, subject to FAS approval – Agreed

majority 3 (Cllr Pyne, Green and Blake – 2 against (Cllrs Taylor-Smith and Lusty)

Note the dates of the next meeting;

15th Feb 2021, 7:45pm via zoom

19<sup>th</sup> April 2021, 7:45pm via zoom

**10. CLOSURE: 8:50pm**

Signed.....

Date.....